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Class Specifications
for the Class:

STATE PROCUREMENT ASSISTANT ADMINISTRATOR
(STATE PROCUREMENT ASST ADMR)

Class Distinguishers:

Managerial Responsibility: This class reflects responsibility for serving as an assistant to the appointed State Procurement Administrator, who heads the State Procurement Office, and also serves as the Chief Procurement Officer for the Executive Branch of the State, excluding the Department of Education and the University of Hawaii. The position in this class assists in planning, developing, implementing and evaluating the programs, policies, procedures and activities of the State Procurement Office which has final authority over procurement operations for all State and county government jurisdictions.

Complexity: As an assistant to the State Procurement Administrator, the position in this class is responsible for directing, coordinating, and implementing, through subordinate supervisors, the activities of the State Procurement Office which include developing and revising laws, rules, policies, and procedures related to the procurement of goods, services, and construction; preparing specifications and bid solicitations for specific goods and services requested by agencies and for select common-use commodities and services for which statewide price lists are issued; performing periodic reviews of procurement practices; providing assistance, advice, and guidance in matters relating to procurement, inventory management, and surplus property; maintaining, developing and revising laws, rules, policies and procedures for a centralized statewide property inventory records system; and managing and maintaining the acquisition, storage, transfer, and distribution of federal and State surplus property.

Personal Contacts: The position in this class establishes and maintains extensive personal contacts and work relationships with top-level administrative officials, the Procurement Policy Board, authoritative procurement and supply personnel of other departments or other State, federal and county government agencies, and private entities and associations for the purpose of responding to inquiries and furnishing technical advice and information on all aspects of the State's procurement laws and

their implementation as well as the State's inventory management and surplus property programs.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Overall plans and objectives of the State Procurement Office; principles and practices of procurement and supply management; applicable State, federal and local laws, rules, regulations and standards that relate to the purchasing, inventory management and surplus property programs; different types of contracts and methods of award; contractual terms and conditions; practices to foster effective competition; anticompetitive practices; and principles and practices of supervision and management.

Ability to: Direct, coordinate, and implement, through subordinate supervisors, the activities of statewide procurement, inventory management, and surplus property programs; interpret applicable laws and administrative guidelines and issue clear and concise guidance to procurement agencies; establish and maintain working relationships with representatives of other State agencies, vendors and others to promote the achievement of program goals; direct research and recommend changes in State procurement and supply methods and practices, including drafting and recommending statutory changes; develop and implement guidelines, policies and procedures; write clearly and concisely; and speak effectively before groups.

Examples of Duties: *(The sole position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Serve as an assistant to the appointed State Procurement Administrator. Act on behalf of the State Procurement Administrator during official absences and keep him/her apprised of all matters relating to or affecting the operations of the State Procurement Office.
2. Plan, coordinate and direct, through subordinate supervisors, activities related to the statewide procurement, inventory management, and property disposal programs.

3. Plan and develop operating policies and procedures.
4. Develop and defend budgetary requirements. Recommend changes in organizational and functional structure and staffing to ensure maximum efficiency in the use of allotted funds, manpower and equipment.
5. Prepare and/or direct the preparation of technical and administrative reports and correspondence.
6. Develop legislation to promote economy, efficiency, and effectiveness in the procurement of goods and services for the State and counties. Advise the State Procurement Administrator on all legislative proposals affecting operations and recommend the position to take in preparing legislative testimony. Prepare and present testimony before the Legislature.
7. Develop and prepare proposed rules and/or amendments; present proposals at informal meetings with interested parties to gain feedback; present rules to the Procurement Policy Board for approval; perform all required activities necessary for the formal promulgation and adoption of rules. Conduct reviews and make recommendations for revision of rules.
8. Direct program planning and evaluation activities. Review and evaluate activities, operations, and staff performance.
9. Oversee the development, distribution, and maintenance of a procurement manual for all procurement personnel of the State and the several counties; and a procurement guide for vendors wishing to do business with the State and the counties.
10. Plan, direct, and coordinate educational programs for all procurement personnel of the State and counties. Conduct orientation classes for user agencies or new personnel on procurement procedures.
11. Direct and/or conduct audits of the procurement practices of State and county agencies to review for compliance with procurement laws, rules, and policies.
12. Oversee the preparation of specifications and bid solicitations for goods and services requested by agencies in the executive branch and for select common-use commodities and services for which statewide price

lists are issued. Such activities are also performed in the development of cooperative purchasing contracts with chief procurement officers of other jurisdictions.

13. Resolve controversial and politically sensitive bidding and contracting problems.
14. Resolve protests over bidding procedures, evaluation, or award. Work with the appropriate executive agency and attorney general to respond to the protestor in a timely manner. Testify before a hearings officer or in court when required.
15. Review requests from executive branch departments for exemptions to Chapter 103D, HRS, and make recommendations for approval or denial to the Chief Procurement Officer.
16. Approve procurement processes, per delegated authority (e.g., establish and extend solicitation response times; determine if contract extensions are practical; authorize pre-bid conferences or allow oral discussions of technical proposals; approve and issue addenda; reject unpriced technical offers or proposals; correct mistakes in bids or inadequate bid deposits; approve process to resolve tie bids; determine that waiver to sealed bid or sealed proposal process is appropriate; ensure adequate funds are available prior to award; and issue notices of award and to proceed to successful vendors).
17. Administer contracts (except those for health and human services) by: approving all contract change orders and modifications; suspending or stopping work; terminating for default or convenience; attempting to resolve all contract complaints; determining if a contract is in violation of the law; allowing for fines and penalties; and applying cost principles and approving deviations from the principles.
18. Reviews and approves revision of the inventory manual which is used by all State agencies as a guide on how they provide input to the statewide computer file. Review administrative rules for the inventory program and recommend changes to the State Procurement Administrator and the Procurement Policy Board.
19. Establish and maintain an excess property redistribution program. Approve or deny applications for disposal of State owned property through sale, exchange, or other disposition.

20. Serve as principal agent for the State in dealing with the federal government on surplus property matters and ensure that the program is not jeopardized through improper management actions.
21. Direct the expansion of the surplus property program to reutilize excess federal and State property by developing a program for the transfer of certain excess property items.
22. Review rules for the surplus property program and make recommendations for change to the State Procurement Administrator and the Procurement Policy Board.
23. Establish and maintain effective working relationships with top-level agency administrative officials, the Procurement Policy Board, authoritative procurement and supply personnel of the State, federal and county governments, and private entities and associations.

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This is the first specification for the new class STATE PROCUREMENT ASSISTANT ADMINISTRATOR (STATE PROCUREMENT ASST ADMR).

Effective Date: 9/16/97

DATE APPROVED: _____
MIKE MCCARTNEY
Director of Human Resources Development